

***Amended 19 January 2005**

**HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
P. O. BOX 269101
SACRAMENTO, CA 95826-9101**

***ARMY TECHNICIAN VACANCY ANNOUNCEMENT #05-022
*AIR TECHNICIAN VACANCY ANNOUNCEMENT #05-004A**

**Supervisory Human Resources Specialist
(Customer Services)
70386C00/A (ARMY) 80486E00/A (AIR)
GS-0201-12/11
\$60,929 - \$79,205 pa
\$50,836 - \$66,085 pa**

**ANNOUNCEMENT DATE: 6 January 2005
CLOSING DATE: 23 February 2005**

SELECTING OFFICIAL: Deputy Human Resources Officer

**APPOINTMENT FEATURES: Excepted Service
Officer Grade**

**POSITION LOCATION: Human Resources Office
JFHQ - Sacramento, CA**

POSITION WILL BE FILLED AT THE GS-12/11 LEVEL BASED UPON QUALITY OF EXPERIENCE

This position is located in a State Human Resources Office that has responsibility for servicing both Army and Air National Guard full-time personnel. Its purpose is to serve as a supervisor of Human Resources Specialist(s) and Human Resources Assistant(s). Supervises a minimum of five full-time employees. Supervises two or more other major segments e.g. classification, recruitment and placement, employee relations, labor relations, etc. Serves as a Human Resources advisor and technical specialist for one specific HR specialty.

1. AREA OF CONSIDERATION: Nationwide. All applications will be accepted; however, first consideration will be given to current permanent technicians of the California Army/Air National Guard technician program.

2. CONDITIONS OF EMPLOYMENT: A. Must qualify for appropriate level of security clearance required by the position. b. Must wear appropriate military uniform including required grooming standards. c. Must maintain a compatible military unit, grade, and job assignment as required by current directives. d. Must participate in PD/EFT (Direct Deposit).

CONTINUED ON NEXT PAGE

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3. MILITARY GRADE AVAILABLE: PRIOR TO EFFECTIVE DATE OF PERSONNEL ACTION, SELECTEE MUST OCCUPY A COMPATIBLE MILITARY POSITION WITHIN A COMPATIBLE UNIT IN OFFICER GRADE THROUGH O-3 OR HAVE A COMPATIBILITY WAIVER APPROVED BY NATIONAL GUARD BUREAU. GRADE INVERSION IS NOT ALLOWED. ENLISTED PERSONNEL WHO MEET ALL ELIGIBILITY CRITERIA FOR COMMISSIONING MAY BE CONSIDERED. PERMANENT APPOINTMENT IS CONTINGENT UPON APPROVAL AS AN ARMY/AIR OFFICER AND SUCCESSFUL COMPLETION OF APPROPRIATE COMMISSIONING SOURCES.

NOTICE: All National Guard applicants must state Unit of Military Assignment, Military Grade and MOS/AFSC.

4. QUALIFICATION REQUIREMENTS:

a. **Supervisory Human Resources Specialist (Customer Services), GS-0201-12/11, General:** Experience, education, and/or training which provided the candidate with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.

b. **Supervisory Human Resources Specialist (Customer Services), GS-0201-12/11, Specialized:** Must have 36 months specialized experience in recommending policy, evaluating or recommending changes in methods of implementation of policies or procedures; experience which demonstrates the ability to provide guidance and assistance to managers, supervisors, employees and subordinates; experience which demonstrates the skill to evaluate data and prepare written communications and oral presentation such as formal and informal briefings in a classroom setting; experience which demonstrates knowledge of Federal personnel programs, such as health and life insurance, retirement, injury compensation, and employee development; and experience which demonstrates the ability to supervise subordinates in day-to-day work objectives.

POSITION REQUIRES SOME TRAVEL (1 - 5 DAYS A MONTH)

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. **EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION.** THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

5. KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used to determine the best qualified applicants from which selection will be made:

a. Ability to interpret and apply fundamental principles, concepts, policies, laws and regulations.

b. Ability to establish rapport, confidence, and assess the climate and conditioning factors in specific problems or situations.

CONTINUED ON NEXT PAGE

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- c. Skill in analyzing data, preparing reports, and communicating orally and in writing.
- d. Knowledge of Federal personnel programs.
- e. Ability to supervise and direct subordinate employees in planning, organizing, and assigning priorities to administrative and technical work.

SELECTEE MUST BE ASSIGNED TO A COMPATIBLE MILITARY POSITION IN ARMY OFF: 42B, 43, 45, 49, 50, 59; AIR OFF: AFSC: 36PX, 65FX.

MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PREAPPOINTMENT CERTIFICATE FOR SELECTIVE SERVICE.

INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P. O. BOX 269101, SACRAMENTO, CA 95828-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). *ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.* VETERANS PREFERENCE DOES NOT APPLY.

****ALL APPLICATIONS MUST BE SIGNED & DATED****

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY/MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

OUR WEBSITE ADDRESS IS: [HTTP://WWW.CALGUARD.CA.GOV/CAHR](http://www.calguard.ca.gov/cahr). YOU CAN LOCATE ALL CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENTS USING THIS SITE.